

BOARD MEETING AND AGENDA CLARITY POLICY

PURPOSE:

This policy aims to provide a framework that supports effective, transparent, and clear meetings of the OPIRG board. It aims to ensure clear communication of meeting schedules; equitable access to the agenda; and sets basic record taking requirements that helps them capture discussions, decisions, and ownership of agreed to actions.

POLICY OWNER: Board secretary

1. MEETING SCHEDULE

- 1.1. The board will ratify regular (bi-weekly at minimum) meeting schedule for each term (Fall, Winter, Summer) no later than the first meeting following the McMaster University Undergraduate add/drop period. In the case of additional meetings outside of this schedule, refer to the OPIRG constitution for requirements.
- 1.2. The meeting schedule will be publicly posted through available communication channels within a reasonable time once it has been confirmed (Website, office, social media, etc.)
- 1.3. At least one meeting per calendar month will be dedicated to Application For Support Grants and urgent business.

2. BOARD AGENDA

- 2.1. The Secretary will be responsible for final approval of the agenda and empowered to settle any issues that arise (unless a conflict of interest exists). Responsibility for managing and communicating the agenda will be held by the Coordinator of Information and Administration.
- 2.2. Any member of the OPIRG board, staff, or working group/committee may contribute or sponsor an item to be added to the board agendas.
 - 2.2.1. All motions and supporting documentation must be submitted to the Coordinator of Information and Administration no later than noon (12:00pm) three (3) business days prior to the meeting. Copies of the agenda and motions shall be available to all members by 5:00 pm two (2) business days prior to the meeting.

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- 2.2.2. All agenda items must include: Topic/Title, supporting documents (if applicable), submitter/owner, time allotment, and the purpose or intended action.
- 2.2.3. Motions that involve a specific board portfolio should include the board member holding the portfolio before being accepted to the agenda. In the case of conflict, the discretion of the secretary will apply.
- 2.2.4. Any matter to be discussed or investigated in detail should be considered first by a committee or group open to board, staff, and OPIRG members prior to consideration by the OPIRG board.
- 2.3. All items that have not been dealt with at the end of the meeting shall be automatically placed on the agenda of the following meeting.
- 2.4. Each OPIRG Board Meeting Agenda will aim to prioritize items in the following order
 - 2.4.1. Opening procedure (meeting roles, territory recognition, adoption of agenda, adoption of previous minutes, announcements from facilitator).
 - 2.4.2. Delegations (during which working groups, members, or the public can address the board).
 - 2.4.3. Reports (During which staff, committee, and portfolio reports are received).
 - 2.4.4. Business arising from the minutes (motions from previous meetings are addressed and updates are provided on action taken).
 - 2.4.5. Unfinished Business (Any items remaining from previous agenda.
 - 2.4.6. New Business
 - 2.4.7. Discussion period (Items for the purpose of exploring issues).
 - 2.4.8. Adjournment

3. MINUTES

- 3.1. Meeting minutes will include sufficient information to understand different perspectives in the discussion, the conclusion, the action the board has approved, the person or group responsible, and when the task will be completed by.
 - 3.1.1. A suggested template will be made available on the wiki, at the end of this policy, and in the office.
- 3.2. Minutes will be taken by the minute taker and filed with OPIRG corporate documents by staff.
 - 3.2.1. Minutes from in-camera sessions or relating to human resources will be taken, printed and made available at the following board meeting to be adopted, they will be stored in a locked box in the office available only to the HR committee and the secretary.

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4. ROLES

- 4.1. The roles of facilitator, minute taker, and mood minder will be rotated throughout board members based on a sign-up sheet submitted to the secretary for each meeting. These will be confirmed at least one week prior to the meeting to ensure adequate time to prepare.

APPENDIX

a. OPIRG Minutes template

- i. <https://docs.google.com/document/d/1rfqv96qDavcXEUWe-dSo1E-D99OJu4eAC0Gm6OC4PtQ/edit?usp=sharing>

TYPE OF MEETING	Bi Weekly Board Meeting { Business or Application For Support }
FACILITATOR	
NOTE TAKER	
MOOD MINDER	
ATTENDEES	

Agenda Topics

Note: Input items here from agenda, these minutes will be public once approved by the board. To add topics, copy and paste the section to the end. Please select “make a copy” before editing to preserve the original template

TOPIC	
DISCUSSION	

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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
NON-BOARD PARTICIPANTS	
SPECIAL NOTES	

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